

University of Southern Indiana Administrative Senate Agenda
Wednesday, June 5th 2024 | 3 p.m. UC 2207

I. Welcome and Call to Order at 3:01 pm

II. Roll Call

Present: Taylor Gogel (Chair), Tricia Tieken (Vice-Chair), Steven Stump (Past-Chair), Carissa Prince (Secretary/Treasurer), Steve Bridges (Liaison), Lee Keitel, Kathy Oeth, Laurie Wilson, Ryan Kaczmarek, Aaron Pryor, Jennifer Hertel, Jenny Garrison, Maggie Carnahan, Stacy Draper

Guest Speaker- Chelsea Givens

Absent: Chelsea Nall, Chris Wittmer, Tami Jaramillo Zuniga

III. Approval of Minutes – May 1st, 2024 meeting: will at the July meeting when we have a quorum

IV. Reports of Officers & Standing Committees

a. Officers

i. Chair (Gogel)

- May 13th: Exec met for supplemental agenda planning and decided not to hold a supplemental meeting
- The President's Council met on May 22 to announce Dr. Rochon leaving the university
- When signing in to USI, there will be a different interface, and the mobile app will be live
- Deposits are up this year compared to this time last year
- Exec team also met June 3rd for today's agenda

ii. Vice-Chair (Tieken) - working on updating webpage with new senators

iii. Past Chair (Stump) - will report on nominations for new senators

iv. Secretary/Treasurer (Prince)- budget is \$0 at the end of this fiscal year

b. Standing Committees

i. Employee Events – Jennifer Hertel, Chair/Tami Jaramillo Zuniga, Vice Chair

- Cookies are ordered for the luncheon event that is upcoming

ii. Employee Outreach – Stacey Draper, Chair/Vacant, Vice Chair

- BYOL event (Bring Your Own Lunch), reserved two events for trial runs this summer, June 26th and July 25th, with wanting to incorporate nurturing our nest to encourage bringing own lunch and chatting with other administrators, drafts made to send out via Admin Senate's email as an invite
- For new hires, cards signed by the committee and outreach to welcome them onboard
- Resource guide to work on for all new admins for community locations, resources, shops, etc.

iii. Employee Relations and Benefits – Laurel Wilson, Chair/Kathy Oeth, Vice Chair

- Retirement benefits put on hold

iv. Nominations and Elections – Steven Stump, Chair

- Election results- Jenny Garrison will be serving as our vice chair, Carissa returning as secretary/treasurer, Erin Hollinger for District 1, Laurie Wilson for District 2, Elizabeth Damm Schmitt as our District at Large, Blake Bruner for District 3, Emily Ozee as our District 4
 - I. Vacancy in At Large because Jenny is going to be our vice chair. Mackenzie Schmitt was a close runner-up for District 1, so reaching out to see if she would want to be a Senator At Large
 - II. Wanting to invite new senators to the Employee Luncheon coming up to onboard them
- v. Professional Development – Aaron Pryor, Chair/Chelsea Nall, Co-Chair
 - No report

c. Ad Hoc Committees

d. Liaisons

i. Steve Bridges

- Excited to be the new interim president
- Working on the budget and working on raises
- Liaisons: a new one is needed with Steve’s new role, will need to brainstorm who it will be
- Assessing provost position for this fall

V. Unfinished Business

- a. Ongoing Projects
 - i. Administrator Award/Recognition
 - ii. Bereavement Policy Revision
 - iii. Tuition Benefit Waiver for surviving family members
- b. Tabled Projects: N/A

VI. New Business

- a. New IFC for sick pay: wanting 15 hours of sick leave starting out as an employee, Taylor will reach out to the employee, past proposals made to include similar action items
- b. Onboarding newly elected

VII. Announcements

- a. Supplemental meeting is scheduled for June 26th, 2024.
- b. Employee cookout June 12th
- c. There are many jobs open and posted on the HR website. Please help share these opportunities with friends and family.
- d. Travel: be aware of increasing rates
- e. New year of meetings to be sent out

VIII. Guest Speaker:

- a. Chelsea Givens: consider being an advisor for Title IX cases, training starts July

IX. Adjournment at 3:52 pm

Committee Goals

Employee Events

1. Increase employee engagement at events by 100%
2. Increase variety of events
3. Partner with other areas on campus
4. Get feedback from employees on what types of events they would like to attend

Employee Outreach

1. Volunteer Pilot Program – revisit and launch
2. Onboarding experience (with Prof Dev Comm?) - information, swag
3. Archie's Flight Map – steps around campus
4. New Employee Buddy (phone call / physical welcome / email)

Employee Relations & Benefits

1. Travel per diem – bring USI up to a reasonable level to cover the cost of meals
2. Sick Leave Bank – would like to make it more of a “multipurpose leave” bank
3. Examine the bus transportation situation (many employees need a ride to work)
4. Extending the vacation cap

Nominations & Elections

1. Increase election participation (# of votes) by 15%
2. Utilize Past Chairs to promote elections
3. Review election process to insure user-friendliness
4. Engage constituents throughout the year to increase top-of-mind awareness

Professional Development

1. Establish a full-year schedule for professional development activities (~1 per month)
2. Bring back the online orientation resource for onboarding new employees (work with Communications) (with Outreach?)
3. Some sort of Administrator spotlighting (USI Today, Illume, award recognition...?)
4. Research professional development funds outside of individual departments – how can the University support larger PD endeavors?